

Facilitator Guidelines

Keep these points in mind as you help your group with its brain-storming task.

6:30 Brainstorm:

- Welcome everyone. Introduce yourself. You are a helper, not a brainstormer.
- Restate their task and point to the bullets on their instruction sheet. It will save much time if they write large and list only one characteristic per card.
- Make sure everyone has cards and markers.
- Get them started with writing their answers to the question. Encourage them to write as many answers as they can. The idea at this stage is to generate as many characteristics of community acceptability as we can.
- Encourage them to use the back of their small-group instruction sheet to write their initial thoughts before they write out their Post-It cards..
- Encourage everyone to use the silent time to write answers to the question. Keep things quiet during the brainstorm time.

6:40 Round-Robin:

- Make everyone feel at ease and accepted. When you start asking for answers, ask people to state their name and where they live. Then try to use their name when you come back around for more answers.
- Only take one answer at a time. The goal at this stage is legibility. Do not question the validity of a characteristic. Just make sure it is in proper form (e.g., “most ____”) and that the whole group understands.
- Always ask each person as you go around. A person can pass, but they also can come up with ideas as the list of answers is generated by the group.
- It is up to the participant to decide whether their answer duplicates another answer. If they think it is different from one already posted, then post it, too. Likewise, the proposer determines whether their answer duplicates the other eight Superfund criteria.
- Keep the process moving to make sure everyone has a chance to post their answers.

7:05 Clarification/Grouping:

- Ask if everyone understands the posted answers. If an answer needs clarification, the proposer is the one who clarifies.
- Ask the group if they see common themes for the answers. Write the themes in different areas of the easel sheet and start moving the cards that fit the theme. A proposer can disagree if they do not want their answer grouped in a particular theme.

7:15 Break and Bring Easel Sheets/Cards to Front:

- Thank everyone for contributing.
- Tell them to get up, stretch, look at other groups’ answers and reconvene with the whole group.

See notes below for general guidelines to encourage small group process, to control hostility and to value different points of view.